

APPENDIX C

LOCAL GOVERNMENT PROJECT ENVIRONMENTAL PROCESS

1. *Initial Design Concept Report or Initial Project Assessment.*

- Circulated by ADOT project manager to NEPA planner.
Reviewed to determine level of Environmental Determination (ED).
Comments are summarized into instructions letter.
Guidelines and instructions mailed to community.
- Historic Districts or other cultural resources (usually TEA projects):
Three (3) additional copies of DCR or PA are required.
ADOT Environmental and Enhancement Group (EEG) Historic Preservation Team initiates consultation.
Recommendations are forwarded to the community.

2. *Community completes public and agency scoping.*

- Public scoping.
Adjacent land owners and community groups.
4(f) properties in project area (parks, public school playgrounds, historic districts, etc.).
Detour route, if applicable.
- Agency scoping.
Federal and State agencies (USCOE, USFWS, AGFD, etc.).
Other adjacent communities (Tribes, Flood Control District, etc.).
Other offices/divisions within community (Parks, Utilities, Historic Preservation, etc.).

3. *Submittal of Technical Reports.*

- Biology – biological review or biological evaluation.
Determination of affect approved by ADOT/FHWA.
- Invasive Weeds Survey.
Approved by ADOT/FHWA.
Additional survey or mitigation depending on growing season.
- Hazardous Materials.
Preliminary initial site assessment or Phase I.
Approved by ADOT/FHWA.
- Cultural Resources.
Recommendation of “No Historic Properties Affected.”
Approved by ADOT/FHWA.
Records search/cultural resources survey.
Submitted with three (3) copies of cultural survey and three (3) copies of the final DCR or PA approved by ADOT.
Approved by ADOT/FHWA and receives SHPO concurrence.
- Other project specific technical reports.
Noise Study and Air Quality Study

4. Draft Environmental Determination (ED).

- Written according to current guidelines.
- Reviewed, read, and signed by community (project manager).
- Includes all attachments-
 - State map and location map (pages 2 and 3, respectively).
 - Agency consultation response letters.
 - Public scoping response letters.
 - Other applicable attachments (404 permits, detour maps, public meeting notices, etc.)
- ADOT Review-
 - By NEPA planner and circulated to EEG for complete edits (if a complete draft is submitted).
 - Comments and further instruction returned to community and consultant, if community directs.
 - If draft is not complete, second draft will be circulated, not first draft.

5. Second/Final Environmental Determination

- ADOT review.
 - Verifies all edits were addressed.
 - Sends for final review by EEG.
 - Requests required number of copies from community and the electronic copy of the ADOT memo.
 - Obtains approval and circulates.